

January 2018

TO: In-Home Supportive Services (IHSS) Providers

SUBJECT: Planning Guide and Calculation of Weekly Hours for IHSS / WPCS

The purpose of this notice is to help IHSS providers who work for only one recipient:

- **Calculating your maximum weekly hours,**
- **Planning your February 2018 work schedule and,**
- **Prevent violations.**

February is a short month and it can be confusing for providers to fill out their timesheets and avoid receiving a violation. To avoid receiving a violation you cannot work more than your maximum weekly hours.

If you are an IHSS Provider that works for more than one recipient, you do not need this guide. The maximum weekly hours for providers who work for more than one recipient is always 66 hours and you should not claim more than 66 hours in a work week.

As a provider with one recipient, how do I figure out what my maximum weekly hours are?

Your maximum weekly hours are your recipient's total monthly authorized hours, divided by four. If you are unsure about how to calculate the number, you can find it on the *SOC 2271 – Provider Notification of Recipient's Authorized Hours and Services and Maximum Weekly Hours* you received when you were first added to your recipient's case or the last time your recipient was reassessed by their social worker.

If you're not sure what your recipient's authorized hours are or need a copy of your latest *SOC 2271 - Provider Notification of Recipient's Authorized Hours and Services and Maximum Weekly Hours*, please contact your local county IHSS Office.

How do I schedule my hours in each workweek of February 2018 so I don't get a violation?

You and your recipient should plan a work schedule at the start of each week during the month that allows you to work the recipient's full amount of monthly authorized hours, while not going beyond your maximum weekly hours. You should only claim the hours that you work on your timesheet.

When planning your work schedule for the first workweek of February 2018, you need to first figure out how many hours you worked from January 28th – 31st. Remember, a workweek starts on Sunday and ends on Saturday.

Once you know the number of hours and minutes you worked, you will need to subtract the hours you claimed on these days from your maximum weekly hours to determine how many hours you can claim from Thursday February 1st to Saturday February 3rd.

In the second, third and fourth workweeks of the month, February 4th – 10th, February 11th – 17th, and February 18th – 24th, you can claim up to your maximum weekly hours.

In the final workweek of February, you will work your remaining monthly hours from February 25th – 28th. You can determine how many hours for February 2018 you have remaining by adding up the total number of hours you've worked from February 1st – 24th, and then subtracting that amount from your monthly authorized hours.

Using a calendar to plan your schedule and track your time makes it simpler to add up weekly hours and see hours that were claimed in a different pay period. We strongly recommend using a calendar to plan and track your own work schedule.

The calendar below shows the steps described above so you can apply them to your hours for the month of February 2018.

February 2018 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
Subtract the number of hours you claimed from January 28-31 on your previous timesheet from your maximum weekly hours, and work the remaining weekly hours from Feb 1-3						
4	5	6	7	8	9	10
Work up to your maximum weekly hours from Feb 4 – 10						
11	12	13	14	15	16	17
Work up to your maximum weekly hours from Feb 11 – 17						
18	19	20	21	22	23	24
Work up to your maximum weekly hours from Feb 18 – 24						
25	26	27	28			
Subtract the total number of hours you worked from Feb 1-24 from your monthly authorized number of hours, and claim your remaining monthly hours on Feb 25-28						

Please note, this is a process that can be used each month to work with your recipient to plan your work schedule.

If you have any questions about your authorized hours, or filling out your timesheet, please contact your local county IHSS Office or Union for free assistance.

A copy of this letter can also be found online at the CDSS website at the following location:

<http://www.cdss.ca.gov/inforesources/IHSS/IHSS-Providers/Resources/TimesheetTraining>

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